

"Prioritizing is the answer to time management problems - not computers, efficiency experts, or matrix scheduling. You do not need to do work faster or to eliminate gaps in productivity to make better use of your time. You need to spend more time on the right things..." C. Ray Johnson

We all have many things to do, and we never have time and energy to do them all. We don't have time and resources to do them equally well either. Many things will be left undone, no matter how hard you try. Prioritizing is a way to solve that frustrating problem.



"Our short-term priority is to stay focused on our long-term priorities. Our long-term priority is to foster total commitment to our short-term priorities."

Cartoon used with special permission from glasbergen.com

Prioritizing is about making choices of what to do and what not to do. To prioritize effectively you need to be able to recognize what is important, as well as to see the difference between urgent and important.

The important, or high priority tasks, are the tasks that help us achieve our long-term goals or can have other meaningful and significant long-term consequences.

At first glance, many of the tasks we face during a day seem equally urgent and important. Yet, if you take a closer look, you will see that many of the urgent activities we are involved are not really important in the long run. At the same time, things that are most important for us, like improving ourselves and our skills, getting a better education, spending time with family, often are not urgent.

With good prioritizing skills, you finish as soon as possible all the important urgent tasks, the ones that would get you into a crisis or trouble otherwise. Then, you focus your attention and try to give more and more time to those most important, but not urgent tasks, the ones that are most rewarding in the long run.

Source: <http://www.time-management-guide.com/prioritizing.html>

Your health is important to you, so **prioritize** signing up for the Employee Wellness Program if you are benefits-eligible.

Don't Delay: No Excuses

- Takes 2 minutes to register
- Free of charge
- Screenings are on campus and convenient
- Your health is important to someone else
- Many illnesses and health conditions can be prevented with early detection
- Quality of life is essential
- \$75 incentive for completing Tier 1 (health screening and personal wellness profile)